

YOUTH SERVICES POLICY

Title: Participation in the Title IV-E Program Next Annual Review Date: 07/01/2017	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.12
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References: Public Law 96-272 and Adoption Assistance and Child Welfare Act of 1980; ACA Standard 2-CO-1B-05 (Administration of Correctional Agencies); Policy Nos. A.3.8 "Budget and Fiscal Management Activities", C.4.2 "Social Security Benefits"; D.9.12 "Participation in the Title IV-E Program"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/01/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To ensure that YS abides by the provisions of Public Law 96-272 in order to participate in the Title VI-E federal foster care program.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Regional Directors, Regional Managers, the Central Office (CO) RMS Administrator, and all Community Based Services (CBS) employees.

IV. DEFINITIONS:

CO RMS Administrator – The Probation and Parole Program Manager assigned duties related to the Title IV-E Program.

Random Moment Sample (RMS) System (RMS) - A federally approved time recording method which determines administrative costs by establishing the time and effort allocated to federal programs in which YS may claim reimbursement.

Regional Program Monitor – A Probation and Parole Program Manager/Specialist assigned as a monitor of contract programs.

Regional RMS Administrator – A Probation and Parole Officer/Juvenile (PPO/J), Program Specialist or a Social Services staff member assigned to a CBS regional office who participates in the RMS process.

SEQUOIA Consulting Group – For the purpose of this policy, a consulting firm under contract with YS to provide a cost allocation plan for residential contract providers through the establishment and use of RMS,

V. POLICY:

It is the Deputy Secretary's policy that YS participates in the Title IV-E Program as outlined herein.

The CO RMS Administrator shall monitor the Title IV-E Program at the CO level and review/approve the quarterly invoices submitted by SEQUOIA.

VI. PROCEDURES:

Among the provisions set forth in Public Law 96-272 are procedures for claiming reimbursement for Title IV-E administrative costs, and for maintenance of youth placed outside their home in non-secure facilities.

A. Procedures for Claiming Reimbursement for Title IV-E Administrative Costs

1. The RMS System shall be utilized as the recording method by which YS establishes the time and effort allocated to federally funded programs, and determines the amount of reimbursable administrative costs.
2. The PPO/J, Program Specialist or a Social Services staff member of CBS (herein after referred to as the “participant”) shall participate in the RMS process. At the moment the participant is sampled, the participant shall receive an email from the RMS administrator requesting participation in the RMS process. The email shall include the following:
 - The sample moment, date and time;
 - The sample sequence number;
 - Instructions for accessing and completing the observation form on the intranet; and
 - Contact information for questions or concerns.

3. Once the participant has accessed the intranet form, the participant shall ensure that the name and observation time are listed. Each section of the form shall be completed and the response shall reflect the participant's activity at the moment of sampling.
4. The intranet form shall be completed by the participant within two (2) business days of receipt of the RMS email. If the form is not completed within the timeframe, the appropriate Probation & Parole Supervisor/Juvenile (PPS/J) shall receive an email notification indicating the CBS staff member's failure to complete the sample.

The PPS/J shall be responsible for ensuring the sample is completed by the appropriate employee as soon as possible. In the event that the employee is unavailable, the PPS/J shall complete the sample.

5. At the end of each quarter of the fiscal year, an employee of Public Safety Services (PSS) Accounting shall prepare an invoice for reimbursement of the allowable Title IV-E administrative costs. Once completed, the invoice shall be submitted electronically by PSS/Accounting to the Department of Children and Family Services (DCFS). The allowable funds shall be sent to PSS/Accounting electronically.

NOTE: A formula approved by the DCFS shall be used to calculate the allowable amount for reimbursement.

B. Procedures for Claiming Reimbursement for Title IV-E Maintenance Costs

The monthly invoice from each residential contract provider shall be reviewed to verify the days of service, and approved by the appropriate Regional Program Monitor.

Within 45 days of the end of the reporting period, all Title IV-E eligible youth shall be identified. Once the reimbursement rate is established by DCFS, an invoice for reimbursement shall be submitted to PSS/Accounting for review and payment to the appropriate residential contract provider.